

**Transfer Students****A. Transfers Within the County**

All schools within the county will be open to transfers unless otherwise designated as closed to transfers by the Superintendent. Schools may be closed to transfers when actual or projected enrollments meet or exceed capacity, as the result of School Board action or for other reasons that will facilitate the orderly administration of the school system.

**B. Approval of Student Requests to Transfer**

Requests to transfer into schools designated as open to transfers will be approved. Requests to transfer into schools designated as closed to transfers will only be approved under the following conditions:

1. The student has moved within the county and wishes to continue enrollment at the current school of attendance.
2. The student currently resides outside of the county but has evidence of residency within the attendance zone of the requested school being established within the first nine week term of the school year.
3. The student has moved out of the county within the last nine week term of the school year.
4. The student is the child of an employee as defined in school board policy 7-13 E.
5. The student is in a class of students granted approval to transfer by a redistricting action of the School Board.

Transfer requests denied by the Superintendent may be appealed to the School Board.

**C. Transfer Request Submission Deadlines**

Requests to transfer form must be received by June 1<sup>st</sup> of the year preceding prospective school attendance. Students enrolling in Stafford County Public Schools after June 1<sup>st</sup> of the current school year may submit a request to transfer on the date of enrollment. Requests received after June 1<sup>st</sup>, for current students, or after the date of enrollment for new students, will be considered only if a change has occurred in one of the conditions specified in regulation 7-13 B. Employees, as defined in Policy 7-13 may submit a transfer request after the June 1<sup>st</sup> deadline as long as the request is the result of a change in job location and is submitted within one month of the job location change.

**Transfer Students****D. Renewal of Transfer Requests**

Transfer requests will automatically renew annually until the student has completed the last grade level at the requested school. A written rescission of the request to transfer must be received for the student to return to the base school.

**E. Special Conditions**

1. All Stafford County Public Schools policies apply to transfer students including, but not limited to, attendance policies. Transfer students are expected to maintain acceptable attendance. Attendance of transfer students will be monitored by the school administration. The Superintendent will be notified of any attendance issues and may, at his/her discretion, withdraw approval of the request to transfer.
2. Requests to transfer for students requiring special education services will only be considered if the required services are available at the requested school.
3. Transportation is not provided for transfer students. Transportation to a school other than the school in the student's designated attendance area is the responsibility of the parent/guardian unless otherwise specified by Stafford County Public Schools.

**F. Transfer Request and Virginia High School League (VHSL) Eligibility**

A student entering the ninth grade for the first time becomes immediately eligible in the high school in which he/she enrolls regardless of his or her residence status as per Section 28-6-2:5 of the VHSL Handbook. High School students who are granted approval to transfer to a school outside their established attendance area shall be ineligible to participate in VHSL sponsored activities for 365 consecutive days from the date of enrollment as per Section 28-6-2:1 of the VHSL Handbook.

1. Eligibility will be enforced by the Assistant Principal for Athletics and Activities in accordance with all VHSL regulations.
2. If a request for transfer of eligibility is denied, the parent(s) or guardian(s) and/or student shall have the opportunity to appeal the decision. The appeal request shall be in writing to the principal of the school the student is entering within 5 days of notification of ineligibility.

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3. The principal of the school shall forward the appeal to the High School Principals' Council whose membership includes the principal or principal's designee from each high school in the division. The Principals' Council shall review the case, collaborate with the Superintendent's Office and approve or deny the transfer of eligibility request. The parents/guardians will be notified of the decision within 15 business days.
4. The Principals' Council decision is final for Stafford County Public Schools, not subject to further appeal, and not withstanding any other policy or regulation to the contrary.

**Editor's Note**

**See also School Board policy #7-13**

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